

Talent Center Login and Password Tips

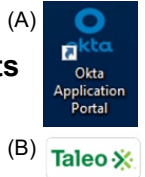
Use the Talent Center to view FACE performance reviews and managers' hiring requisitions.

How do I access the Talent Center?

The options are based on your organization. Employees in Group 1 use the Okta portal, while those in Group 2 use the Talent Center link:

1. **Group 1: Employees of BTS, County Administrator, County Commissioners, County Attorney, Forward Pinellas, Human Resources, and Office of Human Rights**

Open Okta using the icon on your desktop (A) or this link: <https://pinellas.okta.com>. Chrome is the preferred browser. In Okta, select *Taleo-Talent Center* (B).



2. **Group 2: Employees of Clerk's Office, Property Appraiser's Office, Supervisor of Elections, and Tax Collector's Office**

Use the [Talent Center](#) link. This link is also found in your Favorites list in Chrome and Internet Explorer.

What login should I use?

The options are based on your organization (see above):

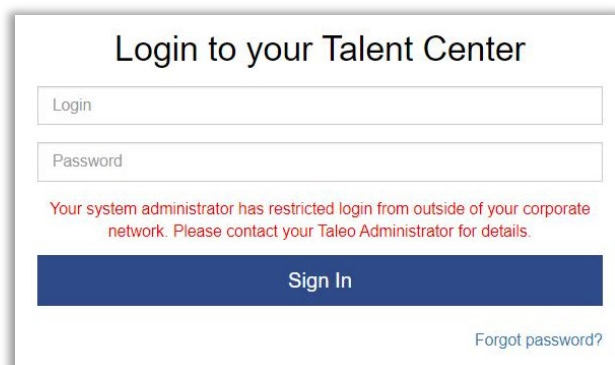
1. **Group 1:** To access the Okta portal, use your regular network login (username and password). Okta serves as a single sign-on portal so once you log into Okta, you can access the Talent Center and any other application listed without entering an additional username and password.
2. **Group 2:** Use the [Talent Center](#) link then enter your OPUS login which is the first letter of your first name, your last name and employee number (such as *jdoe123456*). Enter your Talent Center password.

What password should I use?

1. **Group 1:** Use your current network password to access the Okta portal which includes the Talent Center.
2. **Group 2:**
 - It's your choice, but we suggest that you use your OPUS password for the Talent Center so that it is easy to remember. This will require updating your password every 90 days when your OPUS password is updated since the Talent Center is not automatically synced with OPUS.
 - Keep in mind that your password must be at least 8 characters, and you cannot reuse your last three passwords.

What if I get an error message about restricted login?

If you see an error message regarding restricted login, you must use [Okta](#) to access the Talent Center.



Login to your Talent Center

Login

Password

Your system administrator has restricted login from outside of your corporate network. Please contact your Taleo Administrator for details.

Sign In

[Forgot password?](#)

What if I forgot my password or I need to change my password?

To re-set your password:

- **Group 1: Employees of BTS, County Administrator, County Commissioners, County Attorney, Forward Pinellas, Human Resources, and Office of Human Rights**
 - Go to the Talent Center via [Okta](#).
 - Your Okta password is your current network password. To reset your password, use the *Change Password Here* icon on your desktop.
 - It is not necessary to enter another password for the Talent Center since Okta is a single sign-on portal.
- **Group 2: Employees of Clerk's Office, Property's Appraiser's Office, Supervisor of Elections, and Tax Collector's Office**
 - Go to the Talent Center using the [direct link](#).
 - Select *Forgot Password?* on the login screen below the blue *Sign in* box.
 - Enter your Talent Center login (same as your OPUS login, such as *jdoe123456*) or your County email and click *Submit*.
 - You will receive an email with a link to reset your password.

I'm locked out. How do I log in?

Follow the instructions above to re-set your password.

What if I need help logging in?

Contact Business Technology Services at btsoc@pinellascounty.org or (727) 453-HELP (4357).